

# Vacancy Announcement



**U.S. Embassy Copenhagen**

<b>ANNOUNCEMENT NUMBER: VA 12-05T</b>	<b>SUBJECT: Protocol Assistant</b>	<b>April 13, 2012</b>
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**REF:** Announcement Number VA 12-05

**OPEN TO:** All interested candidates/All sources

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**POSITION:** Protocol Assistant – Training Level

**OPENING DATE:** March 26, 2012

**CLOSING DATE:** April 27, 2012

**WORK HOURS:** Full-time; 40 hours per week

**SALARY:** Ordinarily Resident (OR) 354,871 p.a. FSN 6

Non-Ordinarily Resident (NOR) \$35,753) p.a. FP 08  
(Salary will be determined by EUR/IO-HR)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. Copies of Work/Residency permits must be included with your application to be considered for the position.**

The American Embassy in Copenhagen is seeking an individual to fill the position of Protocol Assistant in the Political/Economic Section.

**BASIC FUNCTION OF THE POSITION.**

To assist the front office in planning and holding representational events.

***A copy of the complete position description listing all major duties and responsibilities is attached at the end of the Vacancy Announcement.***

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Post secondary school certificate in Business Administration or equivalent required.
- 2. Prior Work Experience:** 1 year secretarial or related experience required.
- 3. Language Proficiency:** English and Danish level 4 (fluent) written and spoken required. **(Language proficiency will be tested).**
- 4. Job Knowledge:** In-depth knowledge of Danish protocol, etiquette, social mores, political structure affecting protocol, and protocol reference sources required.
- 5. Skills and Abilities:** Proficiency in word processing and good knowledge of MS Office required. Interpersonal skills enabling effective communication and liaison at executive level required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:** Interested candidates for this position must submit a cover letter specific for this position and the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

You may leave out personally identifiable information (PII) to protect your identity when forwarding your application e.g. your social security number.

#### **SUBMIT APPLICATION TO**

Interested applicants may apply for this position by emailing the application package to:  
[CopenhagenHRVacancy@state.gov](mailto:CopenhagenHRVacancy@state.gov)

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://www.state.gov/documents/organization/136408.pdf> .

**Your e-mail must state the vacancy announcement number and your name in the subject line. Your application package must be received by the HR Office by the closing date cob.**

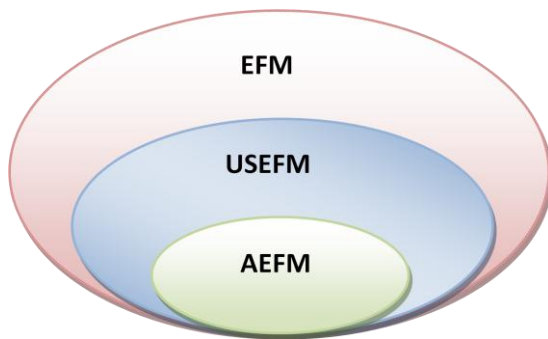
#### **CLOSING DATE FOR THIS POSITION: 27 April, 2012**

**The U.S. Mission in Copenhagen provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State**

also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education

- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

# ***Vacancy Announcement***



**U.S. Embassy Copenhagen**

<p><b>ANNOUNCEMENT NUMBER: 12-05T</b></p>	<p><b>SUBJECT: Protocol Assistant</b></p> <p><b>MAJOR DUTIES AND RESPONSIBILITIES</b></p>	<p><b>DATE: April 13, 2012</b></p>
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## **14. Major Duties and Responsibilities**

Develops and maintains an Embassy Contact Database (ECD) of contacts. Regularly updates contact details, adds new contacts, delete old contacts, included accurate forms of address, and uploads photos of all contacts, etc.

Advises the Ambassador, Deputy Chief of Mission (DCM), and other embassy sections on protocol matters (both Danish, as well as international standards). (I.e. flag flying etiquette, receiving lines, order of precedence, dress codes, social observations, etc.)

In coordination with the Front Office and Management Ethics Officer, recognizes the ethics of acceptance of gifts and serves as the official means of returning unauthorized gifts received by the Ambassador.

Prepares circular diplomatic correspondence to the Ministry of Foreign Affairs and maintains an official file of all protocol related incoming and outgoing Diplomatic Notes. These notes will consist of announcing the planned absences of the Ambassador and the official arrival and departure of an Ambassador from post.

Develops guest lists for embassy events: breakfasts, luncheons, dinners, reception and various other events – in particular the annual Independence Day celebration. Protocol Assistant will also ensure that the Regional Security Office keeps abreast of invitees and provide them with a final guest list. Draft/design and send traditional cardstock and electronic invitations, save-the-

dates, and pour memoirs and receive and account for RSVPs. Provide seating charts, place cards, menu cards and determine order of precedence for all events.

Ensure that preparations for the events are handled in accordance with the Ambassador's wishes and appear prior to and during the early stages of the event to assist the Ambassador as needed, identify key guests, and ensure all guests are welcomed and that the guest book is signed.

Maintains sufficient inventories of official stationery, invitation cards, place cards, menu cards, etc. Provides translation for incoming correspondence and invitations. Drafts routine official and social correspondence, as needed, in coordination with the Ambassador's and DCM's office staff for the Ambassador and/or DCM signature, including letters of thanks, condolence or congratulations. Reviews local newspapers for items of social interest – marriages, birth, death, and change of social/business status of well-known Danish personalities, politicians or business leaders. Clips articles and/or advises Front Office of events to determine if action is required.

Train designated embassy personnel in maintenance and use of the ECD.